

HEAD START DATA ENTRY CLERK

400

Responsibilities:

- Adheres to all operational Policies and Procedures for the Head Start Program to ensure compliance with Federal Performance Standards and written plans.
- Inputs data into the ChildPlus software program.
- Receives and assists individuals attending functions at the Head Start facility and/or inquiring about various programs and services provided by the organization.
- Inputs data into the teachingstrategies.com software as needed.
- Runs reports to verify accuracy of data entry.
- Answers the phone lines, takes messages and/or refers the individual to the appropriate party for assistance.
- Assists with the compilation of necessary reports.
- Transports mail to the Post Office, secures postage and/or delivery charges for Certified or Priority mail services, and distributes all incoming mail.
- Types agency materials, memoranda, and correspondence as necessary.
- Maintains Head Start program files in accordance with established policies and procedures ensuring the confidentiality of protected information.
- Prepares monthly Policy Council packets.
- Participates in staff meetings and training activities related to the job as needed and/or required.
- Provides data assistance onsite which will require travel as necessary.
- Assists with program related service projects as necessary.
- Interact effectively with the public ensuring a thorough understanding of all information given and received.
- Maintain required forms, files and related documents in an organized and accessible manner.
- Effectively prioritize job assignments and meet all established deadlines and reporting requirements.
- Effectively proofread completed documents and ensure that there are no grammatical and/or spelling errors.
- Assists with the new hire application process.
- Assists with new staff orientation.
- Establish and maintain effective working relationships with co-workers, clients, service providers, vendors, and the general public.
- Consistently deal with detailed and complex information in a thorough and accurate manner.
- Communicate in a professional and courteous manner at all times.
- Use sound personal judgment.
- Capacity and empathy to work with a diverse population, low-income families and children including those with disabilities.
- Maintains confidentiality of all records and information for staff, children and families.
- Performs related duties as required.

Qualifications/Requirements:

- High School Diploma or GED, strong organizational, interpersonal and decision making skills; dedicated attention to detail; strong typing, analytical, and computer skills as well as basic data entry skills and experience to provide the following critical knowledge, abilities and skills.
- Possession of a valid Tennessee Driver's License and maintain a vehicle liability insurance policy.
- Ensure a periodic physical examination and tuberculin test.
- Incumbents are subject to a criminal background check and must pass a pre-employment drug test and random drug and alcohol screenings.
- Prefer bilingual (English/Spanish).

Knowledge or Skills:

- Excellent computer, verbal, and written skills.
- Proficient in Microsoft Office applications.
- Proficient in database management software.
- Ability and demeanor to interface and network with staff of professional and civic organizations.
- Excellent organizational and multi-tasking skills.
- Good interpersonal skills and the ability to work as a team member.
- Adheres to professional ethics and standards.

Working Conditions:

- This position requires incumbent to walk, sit, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Daily required to stand, climb, balance and stoop, kneel, crouch or crawl.
- Incumbent is required to regularly lift and/or move up to fifty pounds.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- The physical demands described above are representative of only some that must be met to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: This job description is not intended to be all inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.

Highland Rim Economic Corporation
06/18/2015

Signature _____

Date _____